



Personnel

## **TOWN OF HANOVER**

**550 Hanover Street, Suite 23**

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DATE: July 17, 2007

TO: Bulletin Boards at Town Hall, School Department, Library, DPW, Fire Department and Emergency Communication Center

FROM: Zoning Board of Appeals

### **NOTICE OF VACANCY ZONING BOARD OF APPEALS SECRETARY**

The Town of Hanover is seeking a part-time Zoning Board of Appeals Secretary. It is the responsibility of this position to provide all secretarial and administrative support to the Zoning Board of Appeals and to serve as the Board's liaison to Town Departments and residents. Must attend Board meetings held two nights per month.

Associate's degree or equivalent from two-year college or technical school; or two years related experience and/or training; or equivalent combination of education and experience required. Proficiency with Microsoft Office also required. Municipal experience a plus.

The position is part-time under the Hanover Municipal Employees League, Class B. Rate of pay will be \$14.04/Hr. The position is anticipated to average approximately 10 hours per week.

Applications and a job description may be obtained by applying in person at the Office of the Personnel Administrator, 550 Hanover Street, 2nd Floor, Monday through Friday, 8:00 A.M. - 12:00 Noon and 1:00 P.M. - 4:00 P.M. or E-mail cover letter and resume to: [personnel@hanover-ma.gov](mailto:personnel@hanover-ma.gov). This posting will remain open until the position is filled.

The Town of Hanover is an Affirmative Action, Equal Opportunity Employer